



Sri Sarada College for Women

(An Autonomous Institution)

(Reaccredited with “A” grade by NAAC)

Institution included u/s 2(f) and 12(B) of UGC

Affiliated to Manonmaniam Sundaranar University

(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

**Ariyakulam, Tirunelveli Thoothukudi –High Road, Maharaja Nagar Post,
TIRUNELVELI- 627011.**



Criterion VII

7.2 Best Practices

7.2.1 Institutional Best Practices as per the prescribed format of NAAC

2023-2024



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7.2.1 Institutional Best Practices as per the prescribed format of NAAC

Practice - 1

1. **Title of the Practice:** Visit of course teacher and Question paper scrutiny and feedback submission on the day of every examination.

2. Objectives:


- The students get confidence on seeing the concerned course teacher at the end of every examination.
- To prevent the inconvenience caused to the students by way of providing question paper with discrepancies leading to deprivation of credits.
- To report/request/suggest the CoEA for the suitable reward for such questions if crept in the question papers (spelling mistake, out of syllabi, improper construction, vague question, incomplete question etc.,) on discussion with HoD, course teacher, Dean Autonomous and Examination and IQAC.

3. The Context:

Examination Cell of our college is headed by Controller of Examinations. The Principal of the college shall be the Chief Controller of Examinations as per UGC norms. The Controller of Examinations shall be assisted by the Joint Controller of Examinations along with other office support. The Examination Cell is responsible for managing the examination process. This includes overseeing the conduct of exams, coordinating the evaluation process, and consolidation of results. To conduct all the examinations with clock precision and to publish the results without any flaw is the sole aim and function of the Examination Cell.

4. The Practice:

Feedback on the question of every course is received from the course teachers on the exam dates after the commencement of examination. The discrepancies which are found to impact the valuation by the external examiners and subsequently affect the student's credit namely spelling mistake, questions from out of syllabi, improper construction leading to digression in the meaning of question, vague question, incomplete question etc., are taken to the consideration before the committee constituted by HoD, Course teacher, CoEA, Principal and IQAC. If such practices are not carried out, such issues lead to affect the results of the students leading to application for reprography or retotaling or revaluation unnecessarily. There by the money of the students and everybody's time is saved. With this practice, representation of grievances from the examination side is becoming remote.


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5. Evidence of Success:

Students and parents are happy for relief from such issues, Teachers too happy to see the full results in one attempt immediately after the award committee meet. Parent's money is saved. The students become free from the remarks of arrears in the mark statements.

6. Problems Encountered and Resources Required:

Faculty members have free breath only during the examination days as the students write semester examinations. Due to this system, the teachers' inspite of their discomfort everybody visits the institution and submits the feedback on the question paper. On these days such teachers can take free lunch in the hostel mess. Hence the functioning of the system is friction free and harmonious.

Practice - 2

1. **Title of the Practice:** Humble Integration of Head-Heart-Hand towards Mental Peace and Harmony.

2. Objectives:


- To foster a spirit of solidarity and patriotism among all the students.
- To foster discipline, motivation, confidence, values, and morals with the students.
- To impart self-discipline and instil the self confidence in the lifestyle of students.
- To mould academic children by building personality and communication skills by speaking/standing before the august audience in the assembly.

3. The Context:


Institutions plays a major role in moulding the students' personality. To achieve this our college conduct Monday flag hoisting in the outdoor and organize indoor prayer and meditation every morning.

4. The Practice:

During the assembly along with the usual prayer songs, students sing Inter religious *Sarvasamaya Prarthanai Padal* on Wednesday and Youth awakening song - *Ilangnar eluchi Padal* on Thursday. Every day during the prayer one staff member is delivering moral story for 3-5 minutes. Every month a lecture programme on Remembrance of Freedom Fighters is held where in one staff member and one student will deliver special address about a freedom fighter who is remembered during that month. During the month of *Margazhi*, *Thirupalli Eluchi*, *Thiruppavai* and *Thiruvembaavai* are sung by every student in the prayer and the meaning is also explained. Memorable days are mentioned in the college calendar and related programmes are organized by the departments duly assigned in the calendar and competitions are held for all the students and the prizes are distributed.


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5. Evidence of Success:

Practice makes a man perfect. Similarly the students due to regular practice of presentation, singing, addressing, organising, coordinating exercises are exemplified in the day to day activities of the children. It help the students with confidence and without inhibition excel in organising department forum programmes, conferences, camps etc.,

6. Problems Encountered and Resources Required:

The interests of the students in these participations are documented and students are honoured. At the beginning they were hesitant and on seeing many students' performance peer influence makes other to see and surf over. The log register has to be maintained for noting down the performer's quality and distinctness.

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